

# **TAYSIDE VALUATION JOINT BOARD**

## **RECORDS MANAGEMENT POLICY**



### **1 GENERAL**

The Assessor, on behalf of TVJB, carries out the functions of valuation of Non-Domestic properties for the purposes of the Valuation Roll; the banding of dwellings for the purposes of the Council Tax List for the three constituent local authorities and the Electoral Registration function in Angus and Perth & Kinross local authority areas.

In order to ensure that records are managed properly, the Assessor aims to conform to the Code of Practice on Records Management which has been issued by Ministers in accordance with section 41 of the Freedom of Information (Scotland) Act 2002

This policy statement sets out the Assessor's commitment to ensuring that records are accurate and reliable, can be retrieved easily and are kept for no longer than is necessary.

### **2 RECORDS MANAGEMENT & STRATEGY OF THE BOARD**

The importance of accurate and well-maintained records and their ready availability is recognised in the efficient operation of the Board's business. The benefits of establishing effective records management arrangements are as follows: -

- Increased efficiency and effectiveness, delivering savings in administration costs;
- Improvements and developments in delivery of services;
- Assistance in the achievement of objectives and targets;
- Compliance with duties under the Freedom of Information Act, and other legislation such as the Data Protection Act;
- Provision of a sound basis in preparation for e-government

In order to ensure records are well-maintained, a review of all file contents shall be carried out on an ongoing basis. Where necessary, guidance shall be drafted and amended so that staff can remove superfluous information and dispose of it accordingly.

### **3 ROLES & RESPONSIBILITIES**

- 3.1 The chair of the Governance Working Group shall ensure procedures are drafted to enable staff to compile complete and accurate records. Such records shall allow current employees and successors to fulfil their responsibilities by: -

- Facilitating an audit or examination of the business by anyone so authorised;
- Protecting the legal and other rights of the authority, its clients and any other person affected by its actions;
- Providing proof of the authenticity of the records so that the evidence derived from them is shown to be credible and authoritative;
- Providing a true and accurate record of the principal policies and activities of the authority for ongoing public accountability and interest, as well as for the historical interest of future generations, including historians.

3.2 The management team shall ensure compliance with the policy and guidelines.

#### **4 RETENTION GUIDELINES & DISPOSAL ARRANGEMENTS**

4.1 Guidance on the retention and disposal of records has been drafted. Such guidance ensures that the disposal, or final disposition, of records is undertaken in accordance with clearly established practices that have been formally adopted and enforced by senior staff.

4.2 The disposition decisions and actions shall themselves be documented so that the process may be audited.

#### **5 REVIEW OF THE POLICY**

The policy and resultant practices shall be reviewed at least once every three years and, if appropriate, amended to maintain their relevance. The foregoing statement shall not prevent review of policy and guidelines should it become apparent that an amendment is required at any time.